

Statewide Portable Equipment Registration Program
FORM 8 – Administrative Update to an Existing Registration

1. Company Name:	Application Number:
2. Indicate Administrative Update(s):	
<p><u>Update to Registration Certificate(s):</u> (\$15/updated certificate)</p> <p>" Correction to an Engine or Equipment Unit Description</p> <p>Registration # _____</p> <p>Describe Correction Request:</p>	
<p><u>Update to General Company Information:</u> (no fee required unless new documents are requested)</p> <p><i>Note: Use this form only for a change of <u>company name</u>, not a change of ownership.</i></p> <p>Check if applicable: <input type="checkbox"/> Update <u>all</u> applications for this company which contain the same outdated information.</p> <p>" New Company Name: _____</p> <p>" New Mailing Address: _____</p> <p>" New Street Address: _____</p> <p>" New Nature of Business: _____</p> <p>" New Contact Person - list name, title, phone #, and fax # (e-mail is optional): _____</p> <p>" New Responsible Party - list name and title: _____</p>	
<p><u>Replacement of Registration Sticker:</u> (\$10/sticker)</p> <p>Registration Number(s): _____</p> <p>Reason for sticker replacement:</p>	
<p><u>Registration Cancellation:</u> (no fee required; return registration sticker(s) with this form)</p> <p>Registration Number(s): _____</p> <p>Reason: " Unit(s) sold (please provide name, address, and phone number of new owner/operator): _____</p> <p>_____</p> <p>_____</p> <p><u>Note:</u> Registration will not be valid until a change of ownership application is submitted by the new owner.</p> <p>" Unit(s) no longer in service</p> <p>" Other _____</p>	

3. Calculation of Fees

Total Number of Updated Registration Certificates (re-issue documents)		x \$15 =	
Total Number of Replacement Stickers		x \$10 =	
TOTAL			\$ _____

4. Printed Name of Responsible Party:	Title:
5. Signature of Responsible Party:	Date:

NOTE: This form is specifically for updating an Air Resources Board application and/or an Air Resources Board registration.

Update to an Existing Registration: *Please provide the following information:*

1. *Company Name* – Legal name currently on registration(s).
Application Number – The application number for which you are requesting an update.
2. *Indicate Administrative Update(s)* – Check the box or boxes that best describes the requested action:

Update to Registration Certificate(s) (\$15/updated certificate)

Update Engine or Equipment Unit Description – Check this box if information on your registration certificate is incorrect. List the registration number of the applicable engine or equipment and the corrected information in the appropriate space. If more space is needed to include more registrations, attach an extra sheet.

Update to General Company Information (no fee required unless new documents are requested) - If you are updating a company name and/or mailing address, and wish to obtain an updated copy of the registration certificate(s) at this time, return a payment of \$15 per registration. If you do not need updated documents at this time, no fee is required and future renewal registrations will automatically reflect the updated information. If you are updating company information that will affect more than one application (applications other than the one listed at the top of Form 8), check the “update all applications...” box and all applications with the same outdated information will be updated.

New Company Name – Check this box and list the updated legal name of the entity, business, organization, agency, or private individual that operates the equipment. Do not use Form 8 to request a change of ownership for an existing registration. To apply for a change of ownership, submit Form 7, *Modification to an Existing Registration*.

New Mailing Address – Check this box and list the address where all business correspondence is to be mailed.

New Street Address – If the location where equipment is stored when not operated needs to be updated, check this box and list the new address information.

New Nature of Business – If the type of business conducted by the entity has changed and the application needs to be updated, check this box and list the applicable information.

New Contact Person – Check this box if the person who is to be contacted regarding this application has changed and the application needs to be updated. List the title, phone number, and fax number of applicant. (e-mail is optional)

New Responsible Party – Check this box if the responsible party has changed. List the name and title of new responsible party.

Replacement of Registration Sticker (\$10/sticker)

Registration number(s) – List the registration number(s) of the replacement sticker(s)

Reason for sticker replacement – List the reason(s) replacement of registration sticker(s) is needed.

Registration Cancellation (no fee, return registration sticker(s) with this form)

Registration number(s) – List the registration number(s) of the units for which you wish to cancel registration.

Reason – Check the appropriate box that indicates the reason for the cancellation of the registration. If you have sold the unit, please provide the name, address, and phone number of the new owner/operator. Registration will not be valid until a *change of ownership* application is submitted by the new owner.

3. *Calculation of Fees* – Enter the total number of updated registration certificates and/or replacement stickers that you wish to have completed. After multiplying by the applicable fees, sum the number(s) to obtain the total. Mail Form 8 and payment to: **ARB/PERP, Air Resources Board, P.O. Box 2038, Sacramento, CA 95812-2038.**
4. *Printed Name of Responsible Party* - Printed or typed name and official title of person signing and dating form.
5. *Signature of Responsible Party with Date* - Signature of responsible member of entity.
(Application will not be accepted unless signed and dated.)